

DUNHAM SCHOOL DISTRICT
Meeting of the Board of Trustees
 Dunham School District Community Room
 Tuesday, August 9, 2016
 6:00 p.m.

Agenda

1. CALL TO ORDER, ROLL CALL – 6:00 p.m.
 At this time, members of the public may seek clarification about any item on the agenda or address the Board regarding any item to be considered on the Open Session Agenda, or comment on issues within the jurisdiction of the Board. The Board may not take action or discuss any subject that is not on the agenda, but wishes to allow time for public participation in its meeting. Should comments from the public pertain to a charge or complaint against an employee of the Dunham School District, the Board advises that the matter should be pursued following established complaint procedures.
2. OPEN SESSION, AGENDA ADJUSTMENTS
 Anyone wishing to have an agenda item heard at a specific time should make a request at this time.
3. CLOSED SESSION – ADJOURNMENT TO CLOSED SESSION DURING THIS MEETING TO CONSIDER AND/OR TAKE ACTION UPON ANY OF THE FOLLOWING CONSENT ITEMS:
 - 3.1 PUBLIC EMPLOYMENT
 Title: Principal/Superintendent
4. RETURN TO OPEN SESSION, PLEDGE OF ALLEGIANCE, REPORT on ACTIONS TAKEN in CLOSED SESSION
5. COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA, PUBLIC COMMENTS
6. Presentations, Reports, Hearings
 - 6.1 Office Manager: [2016 -17 Enrollment Report, 2015-16 Daycare Report,](#)
 - 6.2 Interim Superintendent/Principal : Facilities Update; Summer School: Upcoming School Activities.
7. CORRESPONDENCE
 - [Letter from Petaluma City Schools, 2016 Senior Letter](#)
 - [Letter from Adam Schaible Re: Rip City Riders](#)
8. DISCUSSION ITEMS
 - 8.1 [First Reading, June 2016, Policy Updates](#)

BP 2121	Superintendent’s Contract
BB 9321	Closed Session Purposes and Agendas

- 8.2 [First Reading, July 2016, Policy Updates](#)

BP 0450	Comprehensive Safety Plan
AR 0450	Comprehensive Safety Plan
BP 0520.2	Title I Program Improvement Schools
AR 0520.2	Title I Program Improvement Schools

E(1) 0520.2	Title I Program Improvement Schools
E(2) 0520.2	Title I Program Improvement Schools
BP 0520.3	Title I Program Improvement Districts
AR 0520.3	Title I Program Improvement Districts
BP 3513.3	Tobacco-Free Schools
AR 3513.3	Tobacco-Free Schools
AR 3516.3	Earthquake Emergency Procedure System
BP 3553	Free and Reduced Price Meals
AR 3553	Free and Reduced Price Meals
BP 3555	Nutrition Program Compliance
BP 4112.2	Certification
E 4112.9	Employee Notifications
4212.9	
4312.9	
BP 4113	Assignment
AR 4115	Evaluation/Supervision
AR 4222	Teacher Aides/Paraprofessionals
E 4222	Teacher Aides/Paraprofessionals
BP 5116.1	Intradistrict Open Enrollment
AR 5116.1	Intradistrict Open Enrollment
BP 5121	Grades/Evaluation of Student Achievement
AR 5121	Grades/Evaluation of Student Achievement
BP 5131.62	Tobacco
AR 6158	Independent Study
AR 6164.41	Children with Disabilities Enrolled by Their Parents in Private School
BP 6179	Supplemental Instruction

9. CONSENT ITEMS

- 9.1 [Approve minutes from July 5, 2016 Special Meeting.](#)
Action: Ayes_____ Nays_____ Abstentions_____

- 9.2 [Approve minutes from July 20, 2016 Special Meeting.](#)
Action: Ayes_____ Nays_____ Abstentions_____

- 9.3 [Approve minutes from August 1, 2016 Special Meeting.](#)
Action: Ayes_____ Nays_____ Abstentions_____

- 9.4 [Ratify Warrants paid in June and July 2016](#)
Action: Ayes_____ Nays_____ Abstentions_____

- 9.5 Approve Interdistrict Transfer Requests, 2016-17 school year.
Action: Ayes_____ Nays_____ Abstentions_____

10. ACTION ITEMS

- 10.1 [Approve the EL Coordinator/Reading Support Job Description effective August 9, 2016.](#)
Action: Ayes _____ Nays _____ Abstentions _____

- 10.2 [Approval of contract for Legal Services with School and College Legal Services of California, effective July 1, 2016 – June 30, 2017.](#)
Action: Ayes _____ Nays _____ Abstentions _____
- 10.3 [Approval of Williams Settlement Uniform Complaint Report – April – June 2015.](#)
Action: Ayes _____ Nays _____ Abstentions _____
- 10.4 [Approve Increase from 7.5 hour to 8 hour work day for School Secretary, effective August 1st, 2016.](#)
Action: Ayes _____ Nays _____ Abstentions _____
- 10.5 [Approve Increase from 7.5 hour to 8 hour work day for Office Manager, effective August 1st, 2016.](#)
Action: Ayes _____ Nays _____ Abstentions _____
- 10.6 [Approve new contract with All Ways Maintenance with addition of new buildings, effective August 1st, 2016.](#)
Action: Ayes _____ Nays _____ Abstentions _____
- 10.6 Extend Contract for Interim Superintendent Casey D'Angelo to September 30th, 2016.
Action: Ayes _____ Nays _____ Abstentions _____

11. FUTURE AGENDA ITEMS : Public Hearing/Resolution re. Sufficiency of Textbooks, Unaudited Actuals, GANN Limit

12. COMMENTS/QUESTIONS FROM THE BOARD OF TRUSTEES

ADJOURNMENT

Next Regular Meeting: Tuesday, September 13, 2016

The meeting will be held at Dunham School, 4111 Roblar Rd. Petaluma, CA 94952, and is open to the public, except for certain subjects that are addressed in closed session in accordance with the Ralph M. Brown Act. If anyone wishing to attend the meeting requires disability-related accommodations or modifications and/or materials please contact the Superintendent/Principal in writing prior to the meeting. (BB9323) *Public records related to the public session, that are distributed to the Governing Board less than 72 hours before a regular meeting, may be inspected by the public at 4111 Roblar Road, Petaluma, CA, during regular business hours (8:00 a.m. to 4:00 p.m.)*

Posted:

August 5th, 2016
Veronica Halbert

Dunham Charter School

4111 Roblar Road
Petaluma, CA 94952
(707) 795-5050

August 2016

Grade Level Enrollment Status Count

Grade TK

Active	17
Total Count	17

Grade KN

Active	29
Total Count	29

Grade 01

Active	28
Total Count	28

Grade 02

Active	27
Total Count	27

Grade 03

Active	28
Total Count	28

Grade 04

Active	24
Total Count	24

Grade 05

Active	25
Total Count	25

Grade 06

Active	16
Total Count	16

Grand Total

194

Daycare Report

2015-2016 Activity

Prepared for the

Dunham School Board of Trustees August 2016

Current Daycare Totals

<u>Total Income</u>		\$73,328
<u>Expenses</u>		
Payroll		\$58,102.08
Supplies & Services	+	<u>\$7,954.11</u>
Total Expenses		\$66,056.19
<u>Daycare Revenue</u>		\$7,271.81

Expected Daycare Totals

Daycare Revenue		\$7,271.81
<i>Outstanding Billable</i>	+	<u>\$5710.00</u>
Total Daycare Revenue		\$12,981.81
for 2015-2016		



PETALUMA CITY SCHOOLS

PETALUMA CITY (ELEMENTARY) SCHOOL DISTRICT * PETALUMA JOINT UNION HIGH SCHOOL DISTRICT
200 Douglas Street, Petaluma, California 94952 (707) 778-4813 www.petalumacityschools.org

June 1, 2016

**Adam Schaible, Principal/Superintendent
Dunham School
4111 Roblar Road
Petaluma, CA 94952**

Dear Mr. Schaible,

Enclosed is a letter from one of our seniors who is graduating this year to a teacher in your district. At the end of the senior year, students are asked to write a letter to someone who made a difference in their life. Congratulations to your teachers on making a difference!

Sincerely,

**Sue Merrill
Executive Assistant
Superintendent**

P.S. If this teacher is no longer at your school, please forward if possible. Thank you!

GARY CALLAHAN., SUPERINTENDENT
BOARD OF TRUSTEES: MICHAEL BADDELEY, SHERI CHLEBOWSKI, PHOEBE ELLIS, MARY JOHNSON, TROY SANDERSON

Superintendent's Office
(707) 778-4604
FAX (707) 778-4736

Educational Services
(707) 778-4619
FAX (707) 778-4785

Business Services
(707) 778-4621
FAX (707) 778-4822

Human Resources
(707) 778-5070
FAX (707) 778-4790

2016 Senior Letter

Name of Graduating Senior: Jazmyne Varty

Name of Nominee: Ms. Wild

Information that will help to locate this person (if not currently an employee of our District):

6th grade teacher at Dunham Elementary

Dear Ms. Wild

I just wanted to thank you for being such a great teacher to me and thank you for taking your own time to stay with me after school sometimes to help me with math! It honestly really helped me. I do still struggle with math and I probably always will but you gave me extra confidence when you helped me! Thank you so much.

GRADUATING SENIORS: PLEASE RETURN THIS LETTER TO THE DISTRICT OFFICE BY APRIL 20th

We would like to honor teachers and other staff members who have made a significant difference in the education of our graduating class. Please take a few minutes to reflect on the teachers, administrators, instructional assistants, and other adults you have had in elementary, junior high, and high school. Is there one person who helped you in a special way, one person who was an inspiration to you, one person who was an outstanding teacher, or one person who made an important contribution to your education? If so, please provide the information requested above so we can acknowledge their contribution.

Please nominate only one person. We will send a copy of your letter to that person. Thank you for your participation!



DUNHAM SCHOOL DISTRICT

Dunham School District, 4111 Roblar Road, Petaluma, CA 94952, (707) 795-5050

June 29th, 2016

To Whom It May Concern:

Dunham Elementary School District's parking lot is available to local non-profit organizations, including the Rip City Riders, for local fundraising events.

Non-Profits wishing to use the Dunham parking lot must complete a board-approved "Facilities Use Agreement," including proof of insurance with Dunham listed as an added insured prior to the event.

Use of the Dunham parking lot is limited to after school hours, and at times when it is not being used for District business.

Local Non-Profits who make use of the parking lot are expected to clean up all trash and obey all school policies and rules. Use of the parking lot for event parking can be revoked if this stipulation is not met.

Feel free to contact the school if you have any questions.

Sincerely,

Adam Schaible
Dunham ESD Superintendent/Principal

POLICY GUIDE SHEET

June 2016

Page 1 of 1

Note: Descriptions below identify major revisions made in CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts should review the sample materials and modify their own policies accordingly.

BP 2121 - Superintendent's Contract

(BP revised)

Policy updated to clarify the conditions under which the Governing Board may meet in closed session under the "labor exception" (Government Code 54957.6) of the Ralph M. Brown Act to discuss superintendent contact, salary, or compensation paid in the form of fringe benefits.

BB 9321 - Closed Session Purposes and Agendas

(BB revised)

Bylaw updated to clarify that the Board may not meet in closed session under the "personnel exception" (Government Code 54957) of the Ralph M. Brown Act to discuss or act upon any proposed change in compensation other than a reduction of compensation that results from the imposition of discipline. "Negotiations/Collective Bargaining" section revised to reflect that the Board may meet with the district's designated representatives in closed session under the "labor exception" (Government Code 54957.6) of the Ralph M. Brown Act to discuss salaries, salary schedules, or compensation paid in the form of fringe benefits to its represented and unrepresented employees, including the Superintendent.

POLICY GUIDE SHEET

July 2016

Page 1 of 3

Note: Descriptions below identify revisions made in CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts should review the sample materials and modify their own policies accordingly.

BP/AR 0450 - Comprehensive Safety Plan

(BP/AR revised)

Policy updated to clarify the district's responsibility to annually review comprehensive school safety plans. Regulation updated to delete the requirement to include hate crime reporting procedures in the safety plan, as they are no longer required by law. List of optional plan components expanded to include (1) policy related to firearms possession on campus; (2) measures to minimize gang influence; (3) guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on school campuses; (4) strategies for suicide prevention; (5) procedures to handle disruptions; and (6) concepts related to environmental safety.

BP/AR/E 0520.2 - Title I Program Improvement Schools

(BP/AR revised; E deleted)

Policy and regulation updated to reflect the Every Student Succeeds Act (ESSA) (P.L. 114-95), U.S. Department of Education (USDOE) guidance, and the California Department of Education (CDE) transition plan, which require schools identified for program improvement (PI) to continue to implement their school improvement plans during the 2016-17 school year while a new system of school support and improvement activities for Title I schools is developed. Policy also deletes references to the federal measure of "adequate yearly progress" and the requirements to offer intradistrict transfers and supplemental educational services (SES) to eligible students, as these have been eliminated under ESSA. Material on the Parent Empowerment Act moved from AR to BP, and "Program Evaluation" section revised to reflect requirement to develop and post a report card with specified content. Regulation deletes sections on "Definitions," "Parental Notifications," "Student Transfers," and "Supplemental Educational Services," and adds section on "Alternative Supports" to reflect the CDE's transition plan which requires that district-defined supports be provided to eligible students. Exhibits (1) and (2) deleted since forms related to intradistrict transfers and SES are no longer needed.

BP/AR 0520.3 - Title I Program Improvement Districts

(BP revised; AR deleted)

Policy updated to reflect the Every Student Succeeds Act (P.L. 114-95), USDOE guidance, and the CDE's transition plan, which, for the 2016-17 school year, require districts identified for program improvement (PI) to continue to implement their improvement plans and any recommendations of a district assistance and intervention team assigned to the district. Policy deletes outdated reference to the federal measure of "adequate yearly progress," deletes section on "Early Warning System" since districts are not being newly identified for PI, and consolidates and shortens material reflecting requirements for districts based on the number of years in PI. Regulation deleted as some requirements are no longer applicable and others are duplicated in the BP.

BP/AR 3513.3 - Tobacco-Free Schools

(BP/AR revised)

Policy updated to reflect **NEW LAW** (ABX2 9, 2016) which requires all districts, not just those receiving state Tobacco-Use Prevention Education funds, to prohibit tobacco use on school campuses. Policy also reflects new definitions of "smoking" and "tobacco" pursuant to **NEW LAW** (SBX2 5, 2016). Regulation reflects provision of ABX2 9 which requires signs prohibiting tobacco use to be displayed at all school entrances, and deletes option to designate a smoking area on campus.

POLICY GUIDE SHEET

July 2016

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AR 3516.3 - Earthquake Emergency Procedure System

(AR revised)

Minor revision made in regulation to change name of the California Emergency Management Agency to the California Governor's Office of Emergency Services.

BP/AR 3553 - Free and Reduced Price Meals

(BP/AR revised)

Minor revisions made in policy and regulation to delete references to sharing free and reduced-price meal records for the purpose of determining the eligibility of students in Title I program improvement schools for school choice and supplemental educational services, as those requirements were eliminated in the Every Student Succeeds Act (P.L. 114-95), and instead authorize the use of those records to determine eligibility for alternative supports offered in accordance with the CDE's transition plan.

BP 3555 - Nutrition Program Compliance

(BP revised)

Policy updated to clarify that, although state and federal law prohibit discrimination in child nutrition programs for all protected categories, the CDE and U.S. Department of Agriculture (USDA) only investigate complaints of discrimination based on race, color, national origin, sex, age, and disability. Policy also reorganizes and expands the responsibilities of the district's civil rights coordinator to reflect CDE's guidebook as updated in November 2015, and updates the addresses where complaints may be submitted. Nondiscrimination statement that is required to be printed on program documents, pamphlets, brochures, and other materials updated to reflect the USDA's 2015 statement.

BP 4112.2 - Certification

(BP revised)

Policy updated to add requirement, as amended by the Every Student Succeeds Act (P.L. 114-95), to notify parents/guardians of each student attending a school receiving Title I funds that they may request certain information regarding the qualifications of their child's teacher.

E 4112.9/4212.9/4312.9 - Employee Notifications

(E revised)

Minor revision made in exhibit to delete notification (last item of section II) regarding the opportunity to comment and participate when a school is identified for restructuring under Title I program improvement, repealed by the Every Student Succeeds Act (P.L. 114-95).

BP 4113 - Assignment

(BP revised)

Policy updated to delete material re: assignment of teachers who meet the qualifications of "highly qualified" teachers, as those requirements were repealed by the Every Student Succeeds Act (ESSA) (P.L. 114-95). Policy also revised to reflect the continuing requirement to describe in the Title I local educational agency plan how the district will address any disparities that result in low-income or minority students being taught at higher rates by ineffective, inexperienced, or out-of-field teachers. Details reflecting the state's Compliance Monitoring, Intervention and Sanctions program deleted as the CDE's ESSA transition plan indicates that districts will not be required to participate in that program in the 2016-17 school year.

AR 4115 - Evaluation/Supervision

(AR revised)

Minor revision made in regulation to delete requirement that a teacher, in order to be evaluated on a five-year schedule, must meet the qualifications of a "highly qualified" teacher if applicable for the position, as the highly qualified teacher requirements were repealed by the Every Student Succeeds Act (P.L. 114-95).

POLICY GUIDE SHEET

July 2016

Page 3 of 3

AR/E 4222 - Teacher Aides/Paraprofessionals

(AR revised; E deleted)

Regulation updated to delete material on the qualifications and duties of paraprofessionals working in a program supported by Title I funds, as those requirements were repealed by the Every Student Succeeds Act (P.L. 114-95). Regulation also consolidates options for the requirement that paraprofessionals demonstrate proficiency in reading, writing, and mathematics equivalent to or exceeding the proficiency required for high school seniors. Exhibit which provided a sample attestation of compliance with Title I paraprofessional requirements deleted.

BP/AR 5116.1 - Intradistrict Open Enrollment

(BP/AR revised)

Policy and regulation updated to delete priority for intradistrict open enrollment for students transferring out of a school identified for program improvement (PI), as the Every Student Succeeds Act (ESSA) (P.L. 114-95) eliminated requirements to offer such transfers. Policy also clarifies that Open Enrollment Act transfers for the 2016-17 school year are to be based on the CDE's 2015-16 list of open enrollment schools since the Academic Performance Index is currently suspended. Regulation also reflects ESSA requirement that students who were previously granted intradistrict transfers out of a PI school must be allowed to remain in the school to which they transferred until the highest grade offered by the school.

BP/AR 5121 - Grades/Evaluation of Student Achievement

(BP/AR revised)

Policy and regulation updated to reflect research-supported best practices regarding grading, including the separation of nonacademic factors from students' academic grades. Policy also adds optional paragraph on reports of student progress on specific academic standards.

BP 5131.62 - Tobacco

(BP revised)

Policy updated to reflect **NEW LAW** (ABX2 9, 2016) which requires all districts, not just those receiving state Tobacco-Use Prevention Education funds, to prohibit tobacco use on school campuses and **NEW LAW** (SBX2 5, 2016) which establishes new definitions of "smoking" and "tobacco."

AR 6158 - Independent Study

(AR revised)

Minor revision made in regulation to reflect **NEW LAW** (SB 828, 2016) which expands the types of documents that may be maintained electronically to include supplemental agreements, assignment records, work samples, and attendance records as well as the master agreement. Related material moved to "Records" section and expanded.

AR 6164.41 - Children with Disabilities Enrolled by Their Parents in Private School

(AR revised)

Minor revision made in regulation to delete the statement that private school teachers providing services to students with disabilities do not need to meet the federal requirements for "highly qualified" teachers, as requirements for highly qualified teachers were repealed by the Every Student Succeeds Act (P.L. 114-95).

BP 6179 - Supplemental Instruction

(BP revised)

Policy updated to delete reference to the requirement to provide supplemental educational services to eligible students from low-income families in Title I schools identified for program improvement, as the requirement was repealed by the Every Student Succeeds Act (ESSA) (P.L. 114-95), and to add the requirement to provide alternative supports to eligible students in accordance with the CDE's ESSA transition plan.

Dunham SD

Board Bylaw

Conflict Of Interest

BB 9270

Board Bylaws

Incompatible Activities

Governing Board members shall not engage in any employment or activity which is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the district. (Government Code 1126)

Conflict of Interest Code

The district's conflict of interest code shall be comprised of the terms of 2CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with a district attachment specifying designated positions and the specific types of disclosure statements required for each position.

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code in even-numbered years. If no change in the code is required, the district shall submit by October 1 a written statement to that effect to the code reviewing body. If a change in the code is necessitated by changed circumstances, the district shall submit an amended code to the code reviewing body. (Government Code 87306.5)

When a change in the district's conflict of interest code is necessitated by changed circumstances, such as the creation of new designated positions, amendments or revisions, the changed code shall be submitted to the code reviewing body within 90 days. (Government Code 87306)

When reviewing and preparing conflict of interest codes, the district shall provide officers, employees, consultants and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

If a Board member or designated employee determines that he/she has a financial interest in a decision, as described in Government Code 87103, this determination shall be disclosed. The member shall be disqualified from voting unless his/her participation is legally required. (2 CCR 18700)

Statements of economic interests submitted to the district by designated employees in accordance with the conflict of interest code shall be available for public inspection and reproduction. (Government Code 81008)

Financial Interest

Board members and designated employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members or designated employees. (Government Code 1090)

A Board member shall not be considered to be financially interested in a contract if his/her interest includes, but is not limited to, any of the following: (Government Code 1091.5)

1. That of an officer who is being reimbursed for his/her actual and necessary expenses incurred in the performance of an official duty
2. That of a recipient of public services generally provided by the public body or board of which he/she is a member, on the same terms and conditions as if he or she were not a member of the board
3. That of a landlord or tenant of the contracting party if such contracting party is the federal government or any federal department or agency, this state or an adjoining state, any department or agency of this state or an adjoining state, any county or city of this state or an adjoining state, or any public corporation or special, judicial or other public district of this state or an adjoining state unless the subject matter of such contract is the property in which such officer or employee has such interest as landlord or tenant in which even his/her interest shall be deemed a remote interest within the meaning of, and subject to, the provisions of Government Code 1091
4. That of a spouse of an officer or employee of the district if his/her spouse's employment or officeholding has existed for at least one year prior to his/her election or appointment
5. That of a nonsalaried member of a nonprofit corporation, provided that such interest is disclosed to the Board at the time of the first consideration of the contract, and provided further that such interest is noted in its official records
6. That of a noncompensated officer of a nonprofit, tax-exempt corporation which, as one of its primary purposes, supports the functions of the nonprofit board or to which the school Board has a legal obligation to give particular consideration, and provided further that such interest is noted in its official records
7. That of a person receiving salary, per diem, or reimbursement for expenses from a governmental entity, unless the contract directly involves the department of the government entity that employs the officer or employee, provided that such interest is disclosed to the Board at the time of consideration of the contract, and provided further that such interest is noted in its official records
8. That of an attorney of the contracting party or that of an owner, officer, employee or agent of a firm which renders, or has rendered, service to the contracting party in the capacity of stockbroker, insurance agent, insurance broker, real estate agent, or real estate broker, if these individuals have not received and will not receive remuneration, consideration, or a commission as a result of the contract and if these individuals have an ownership interest of less than 10

percent in the law practice or firm, stock brokerage firm, insurance firm or real estate firm

In addition, a Board member or employee shall not be deemed to be interested in a contract made pursuant to competitive bidding under a procedure established by law if his/her sole interest is that of an officer, director, or employee of a bank or savings and loan association with which a party to the contract has the relationship of borrower or depositor, debtor or creditor. (Government Code 1091.5)

A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. Remote interests are specified in Government Code 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her minor child. (Government Code 1091)

A Board member may enter into a contract if the rule of necessity or legally required participation applies as defined in Government Code 87101.

Even if there is no prohibited or remote interest, a Board member shall abstain from voting on personnel matters that uniquely affect a relative of the Board member. A Board member may vote, however, on collective bargaining agreements and personnel matters that affect a class of employees to which the relative belongs. "Relative" means an adult who is related to the person by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes the individual's parents, grandparents and great-grandparents, children, grandchildren and great-grandchildren, brothers, sisters, aunts and uncles, nieces and nephews, and the similar family of the individual's spouse unless the individual is widowed or divorced.

Disqualification for Board Members Who Manage Public Investments

A Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following:

1. Publicly identify the financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required. (Government Code 87105)
2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. This Board member shall not be counted toward achieving a quorum while the item is discussed. (Government Code 87105; 2 CCR 18702.5)
3. Leave the room until after the discussion, vote and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for

uncontested matters. (Government Code 87105)

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during the consent calendar. (2 CCR 18702.5)

(cf. 3430 - Investing)

The Board member may speak on the issue during the time that the general public speaks on the issue. The Board member shall recuse himself/herself from voting on the matter and leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion of the matter with members of the public. (Government Code 87105; 2 CCR 18702.5)

If the Board's decision is made during closed session, the public identification may be made orally during the open session before the Board goes into closed session and shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. The Board member shall not be present when the decision is considered in closed session or knowingly obtain or review a recording or any other non-public information regarding the Board's decision. (2 CCR 18702.5)

Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the prevailing gift limitation except as described in Government Code 89506.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade or profession unless the sole or predominant activity of the business, trade or profession is making speeches

2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

APPENDIX

DESIGNATED POSITIONS/DISCLOSURE CATEGORIES

It has been determined that persons occupying the following positions manage public investments and shall file a full statement of economic interests pursuant to Government Code 87200:

Governing Board Members
Superintendent of Schools

1. Persons occupying the following positions are designated employees in Category 1:

Assistant/Associate Superintendent/Principal
Purchasing Agent

Designated persons in this category must report:

a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries or of any land owned or used by the district. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property.

b. Investments or business positions in or income from sources which:

(1) Are engaged in the acquisition or disposal of real property within the district

(2) Are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district or

(3) Manufacture or sell supplies, books, machinery or equipment of the type used by the district

2. Persons occupying the following positions are designated employees in Category 2:

Director
Principal
Assistant Superintendent/Principal
Maintenance and Operations Director
Program Coordinator
Project Specialist
Supervisor
Dean of Students

Designated persons in this category must report investments or business positions in or income from sources which:

- a. Are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs, or
- b. Manufacture or sell supplies, books, machinery or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a Superintendent/Principal's department is his/her entire school.
3. Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent/Principal or designee. The Superintendent/Principal or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18701)

- a. Approve a rate, rule or regulation
- b. Adopt or enforce a law
- c. Issue, deny, suspend or revoke a permit, license, application, certificate, approval, order or similar authorization or entitlement
- d. Authorize the district to enter into, modify or renew a contract that requires district approval
- e. Grant district approval to a contract or contract specifications which require district approval and in which the district is a party
- f. Grant district approval to a plan, design, report, study or similar item
- g. Adopt or grant district approval of district policies, standards or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18702.2 or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's Conflict of Interest Code. (2 CCR 18701)

Legal Reference:
EDUCATION CODE

1006 Qualifications for holding office
35107 School district employees
35230-35240 Corrupt practices
35233 Prohibitions applicable to members of governing boards
35239 Compensation for board members in districts under 70 ADA

GOVERNMENT CODE

1090-1098 Prohibitions applicable to specified officers
1125-1129 Incompatible activities
81000-91015 Political Reform Act of 1974, especially:
82011 Code reviewing body
82019 Definition of designated employee
82028 Definition of gifts
82030 Definition of income
87100-87103.6 General prohibitions
87200-87210 Disclosure
87300-87313 Conflict of interest code
87500 Statements of economic interests
89501-89503 Honoraria and gifts
91000-91014 Enforcement

CODE OF REGULATIONS, TITLE 2

18110-18997 Regulations of the Fair Political Practices Commission, especially:
18702.5 Public identification of a conflict of interest for Section 87200 filers

COURT DECISIONS

Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th. 655
Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511

ATTORNEY GENERAL OPINIONS

86 Ops.Cal.Atty.Gen. 138(2003)
85 Ops.Cal.Atty.Gen. 60 (2002)
82 Ops.Cal.Atty.Gen. 83 (1999)
81 Ops.Cal.Atty.Gen. 327 (1998)
80 Ops.Cal.Atty.Gen. 320 (1997)
69 Ops.Cal.Atty.Gen. 255 (1986)
68 Ops.Cal.Atty.Gen. 171 (1985)
65 Ops.Cal.Atty.Gen. 606 (1982)

Management Resources:

WEB SITES

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Bylaw DUNHAM SCHOOL DISTRICT

adopted: May 5, 2004 Petaluma, California

DUNHAM SCHOOL DISTRICT

4111 Roblar Road, Petaluma, CA 94952, (707) 795-5050

Dunham School District Board of Trustees

Minutes for Special Board meeting of Tuesday, July 5, 2016

Members present: Lisa Poncia, Meredith Regan, John Lehmann, and Principal/Superintendent Adam Schaible.

Members absent: Spencer Crum

Guest(s): Casey D'Angelo, Wayne Yamagishi

1. Meeting was called to order by Lisa Poncia at 6:00pm.
2. Open Session, Agenda Adjustments: There were no adjustments to the agenda
3. The board did not adjourn to closed session.
4. Pledge of Allegiance.
5. No Comments from the audience.
6. Presentations, Reports, Hearings
 - 6.1. Former Principal/Superintendent - Construction Update:
 - Construction Update - Principal/Superintendent Adam did a walk-thru with the board members & audience of the Office Remodel Project and the 1st Grade Modular Project, estimated to be complete by August 1st.
7. Correspondence - NONE
8. Discussion Items:
 - Interim Superintendent and New Principal/Superintendent search - Former Superintendent/Principal Adam Schaible has recommended, Casey D'angelo, former Superintendent/Principal from Liberty School District, for the position of Interim Superintendent. Mr. D'Angelo has agreed to accept the position as Interim until August 15,2016 upon board approval. If a new Principal/Superintendent has not been selected by the board thru the New Principal/Superintendent search, Wayne Yamagishi has agreed to be considered for Interim Principal, pending board approval.
9. Consent Agenda
 - 9.1. Trustee Lehmann moved to approve the consent agenda which consisted of the board minutes from the first June meeting, June 7, 2016 and the second June meeting, June 24, 2016. Trustee Regan seconded. The motion of passed by a unanimous vote.
10. Actions Items
 - 10.1. Trustee Zell moved to approve the contract with Interim Superintendent/Principal Casey D'Angelo, date until August 15, 2016. Trustee Regan seconded. The motion was passed by

a unanimous vote.

11. Future Agenda Items – Special Board meeting on July 20, 2016.

Comments/questions from the Board of Trustees:

The open meeting was adjourned at 6:40pm.

The next special meeting was scheduled for July 20th, 2016.

Meredith Regan, Clerk

Date

DUNHAM SCHOOL DISTRICT

4111 Roblar Road, Petaluma, CA 94952, (707) 795-5050

Dunham School District Board of Trustees

Minutes for Special Board meeting of Tuesday, July 20, 2016

Members present: Spencer Crum, Meredith Regan, Rachel Zell, Lisa Poncia, John Lehmann, and Interim Principal/Superintendent Casey D'Angelo

Members absent: none

Guest(s): Michael Juric from SCOE

1. Meeting was called to order by Spencer Crum at 6:30pm.
2. Open Session, Agenda Adjustments: There were no adjustments to the agenda
3. The board did not adjourn to closed session.
4. Pledge of Allegiance.
5. No Comments from the audience.
6. Presentations, Reports, Hearings
 - 6.1. Construction Update done by Veronica Halbert of 1st grade module and Office Remodel project.
7. Correspondence - NONE
8. Discussion Items:
 - New Principal/Superintendent search update by Michael Juric from SCOE. Michael Juric explained the 3 - part Interview Process and schedule for the search which consisted of a Paper Screening done by the Dunham Committee, a mix of Dunham staff & parent representatives. It is anticipated that 6-8 applicants will be interviewed following the Paper Screening. The Dunham Committee will recommend a number of applicants to the Dunham School Board for a final interview.
9. NO Consent Agenda
10. NO Actions Items
11. Future Agenda Items – New Principal/Superintendent Search Results
- 12.

Comments/questions from the Board of Trustees:

The open meeting was adjourned at 8:00pm.

The next special meeting was scheduled for August 1st, 2016

DUNHAM SCHOOL DISTRICT

Board of Trustees
SPECIAL MEETING

Minutes

August 1, 2016

Members present: Spencer Crum, John Lehmann, Rachael Zell, Lisa Poncia, and Interim Superintendent Casey D'Angelo. Absent: Meredith Regan

- 1.0 Meeting was called to order by President Crum at 4:28 p.m.
- 2.0 Community Input on Closed Session Agenda: There were no comments from the community.
- 3.0 The board adjourned to closed session at 4:30 p.m.
The closed session ended and the board meeting was reopened at 7:00 p.m. President Crum reported that, in closed session, the trustees took the following action. The board gave Michael Juric, Sonoma County Office of Education Human Resources Department, direction to repost the open position of Principal/Superintendent. Direction was also given to Interim Superintendent, Casey D'Angelo, to provide interim school leadership.
- 4.0 There were no additional comments or questions from governing board members.
- 5.0 The meeting was adjourned at 7:05 p.m.

The next regular meeting was scheduled for Tuesday, August 9, 2016

Checks Dated 06/01/2016 through 07/31/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1491309	06/03/2016	School Specialty	01-4310	Class supply		13.42
1491310	06/03/2016	Vanessa Paiz	01-4390	Daycare		9.99
1491311	06/03/2016	Clover Stornetta Farms Inc.	13-4710	Open PO for Milk/Cafeteria 2015-16		253.00
1491312	06/03/2016	Discovery Office Systems Inc	01-4350	Open PO for Copier Overages/Supplies		32.89
1491313	06/03/2016	Francis L. Heldt Jr.	01-5803	Open PO for Custodial Services		1,665.00
1491314	06/03/2016	Grounds Guys of Sonoma County	01-5801	landscaping 2015-16		590.00
1491315	06/03/2016	Office Depot	01-4310	school supplies		23.62
1491316	06/03/2016	Pacific Gas & Electric	01-5520	Open PO for Utilities 2015-16		527.88
1491317	06/03/2016	Persinger Architects And Assoc	01-6210	Dunham Modular		366.28
1491318	06/03/2016	Petaluma Learning and Guidance Center	01-5814	2015-16 Counseling Services		4,660.00
1491319	06/03/2016	Ready Refresh	01-5807	Open PO for Water Delivery 2015-16		124.83
1491320	06/03/2016	School And College Legal Svc	01-5200	Public Contracting FAQ Workshop/Schaible		45.00
1491321	06/03/2016	Annan Paterson, M.S.	01-5813	Psychology Services		1,350.00
1491322	06/03/2016	Sonoma Co. Office Of Ed.	01-5817	2015-16 DP Serice Charges Based		1,200.00
1491323	06/03/2016	The Standard	01-9575	2015-16 Life Insurance Premiums		21.82
1491324	06/03/2016	Vision Service Plan	01-9574	2015-16 Vision Insurance Premiums		275.61
1493027	06/10/2016	Siobhan K. Wilde	01-5830	6th grade promotion supplies	70.94	
			03-4210	5th grade books for summer	175.00	245.94
1493028	06/10/2016	Lori A. Nommsen	01-4350	Flowers for Promotion		91.58
1493029	06/10/2016	Adam D. Schaible	01-4110	Pumpkin Patch Supplies	117.88	
			01-5201	Miliage Feb - May	437.00	
			01-5830	Professional Development - Art of Possibility	42.00	
			03-4310	general supplies	246.54	843.42
1493030	06/10/2016	Crpusd -	13-5800	Open PO for Student Meals 2015-16		4,361.70
1493031	06/10/2016	DOBowen Consulting LLC	01-5840	Open PO for IT Services 2015-16		1,000.00
1493032	06/10/2016	Samantha Shura DBA Dragonfly Therapeutics	01-5811	2015-16 Occupational Therapy		1,305.00
1493033	06/10/2016	Friedman's Home Improvement	01-4380	Open PO for Maintenance Supplies		12.97
1493034	06/10/2016	G E Captial	01-5630	Open PO for Copier Leases (2) 2015-16		75.23
1493035	06/10/2016	Kaiser Foundation Health Plan	01-9571	2015-16 Healthcare Premiums		9,740.64
1493036	06/10/2016	Liberty School District	01-5812	2015-16 Speech Therapy Services - Danielle Melanephy		16,332.50
1493037	06/10/2016	Mr. Music Foundation	01-5800	Open PO for Music Instruction 2015-16		750.00
1493038	06/10/2016	Office Depot	01-4350	Office Supplies	79.13	
			01-4390	Classroom Supplies	301.68	
			01-5950	postage	188.00	
			03-4310	School Supplies	251.46	
				Cardboard challenge supplies	198.45	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 06/01/2016 through 07/31/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1493038	06/10/2016	Office Depot	03-4310	Classroom Supplies	43.92	1,062.64
1493039	06/10/2016	Pacific Gas & Electric	01-5520	Open PO for Utilities 2015-16		1,167.09
1493040	06/10/2016	Persinger Architects And Assoc	01-6210	Dunham Modular - Construction Admin		1,620.00
1493041	06/10/2016	Revolving Cash Fund	01-5800	Reimburse misc Revolving	611.00	
				Reimburse WestSide Relays	200.00	811.00
1493042	06/10/2016	Sonoma Co. Office Of Ed.	01-5815	2015-16 Co-Op Fees		1,005.00
1493043	06/10/2016	West Sonoma County Disposal	01-5560	Open PO for Garbage Service 2015-16		165.68
1494480	06/17/2016	Veronica E. Halbert	01-5201	Mileage Jan-May		110.00
1494481	06/17/2016	Andrew DeVeney	03-5800	9 - 60 minute ukulele classes		900.00
1494482	06/17/2016	Department Of Justice	01-5862	Open PO for Fingerprinting Services		235.00
				2015-16		
1494483	06/17/2016	Lindsey Pope	01-5800	3rd Trimester Garden Classes		2,500.00
1494484	06/17/2016	Office Depot	01-4310	School Supplies	166.11	
				supplies	28.18	
			01-4350	Stamp for Office	21.42	215.71
1494485	06/17/2016	Persinger Architects And Assoc	01-6210	Dunham Modular	2,268.00	
			35-6200	Dunham Office construction	1,110.00	
				Dunham School Office - Reimbursable	56.11	3,434.11
				expense		
1494486	06/17/2016	Petaluma City Schools Business	01-5800	Transportation - Field Trip to Academy of		754.38
				Science 1/2		
1494487	06/17/2016	Sonoma Media Investment, LLC	35-6200	Dunham Office - Newspaper Ad		830.00
1494488	06/17/2016	Roberto C, Acevedo	03-5800	4/12-5/18 15 hours		675.00
1496433	06/24/2016	Joseph R.Renda	01-6200	Inspection for Building		2,800.00
1496434	06/24/2016	McGraw-Hill School Education Holdings, Inc	03-4310	Shipping from Return		70.76
1496435	06/24/2016	Vera P. Massingill	01-4390	Daycare room supplies		315.64
1496436	06/24/2016	ABDO	03-4310	Library Books with grant		879.96
1496437	06/24/2016	AMERIPRINTS LiveScan SVCS	01-5862	Open PO for LiveScan Fingerprinting Svcs		54.00
				2015-16		
1496438	06/24/2016	Banner Enterprises Inc.	01-5630	Performed Scheduled Maintenance for		250.00
				March		
1496439	06/24/2016	Blackboard, Inc.	01-5881	Blackboard Connect 7/1/15-6/30/16		478.50
1496440	06/24/2016	Enviroplex, Inc.	01-6200	Dunham Modular Construction		25,164.34
1496441	06/24/2016	Francis L. Heldt Jr.	01-5803	Open PO for Custodial Services		1,515.00
1496442	06/24/2016	Marin County Office Of Educ	01-5800	Walker Creek 2016		5,440.80
1496443	06/24/2016	Medi	01-5800	Annual Service for Calibration		255.52
1496444	06/24/2016	Petaluma City Schools Business	01-5809	1/3 of 2015-16 Project Fee for Special Ed	14,643.66	
				Consortium		

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 2 of 3

Checks Dated 06/01/2016 through 07/31/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1496444	06/24/2016	Petaluma City Schools Business	01-5809	2015-16 Consortium Fee for SOCC	3,740.00	18,383.66
1496445	06/24/2016	Ready Refresh	01-5807	Open PO for Water Delivery 2015-16		88.83
1496446	06/24/2016	Sonoma Co. Office Of Ed.	01-5830	Business Manager Services	12,643.75	
				The Choreography of Presenting	80.00	12,723.75
1496447	06/24/2016	Triumph Learning	03-4210	Summer School Materials		466.89
1498267	07/08/2016	Discovery Office Systems Inc	01-4350	Open PO for Copier Overages/Supplies		524.08
1498268	07/08/2016	Employment Development Dept	01-9555	2015-16 Quarterly Contributions		458.54
1498269	07/08/2016	Multiple Measures, LLC	01-5800	2016-17 CA State Test Reporting		201.00
1498270	07/08/2016	Office Depot	01-4350	Office Supplies		57.51
1498271	07/08/2016	Schoolwise Technologies	01-5805	2016-17 Tech Support		1,500.00
1498272	07/08/2016	Sonoma Co. Office Of Ed.	01-5830	Year End Closing Services		595.00
1498273	07/08/2016	The Standard	01-9575	2015-16 Life Insurance Premiums		21.82
1498274	07/08/2016	WELLS FARGO VENDOR FIN SERV	01-5630	GE Capital		298.34
1498275	07/08/2016	West Sonoma County Disposal	01-5560	Open PO for Garbage Service 2015-16		826.79
1499704	07/15/2016	Premier Food Safety	13-5200	Food Manager Training		139.00
Total Number of Checks					67	134,913.66

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	58	124,255.87
03	Charter School - Internal	8	3,907.98
13	Cafeteria Fund	3	4,753.70
35	County School Facilities Fund	2	1,996.11
Total Number of Checks		67	134,913.66
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			134,913.66

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE



DUNHAM SCHOOL DISTRICT

Administration

Casey D'Angelo, Interim Superintendent
Pam Kahl, Assistant Business Manager
Veronica Halbert, Office Manager
Lori Nommsen, School Secretary

Board of Trustee

Spencer Crum, President
Lisa Poncia, Trustee
John Lehmann, Trustee
Meredith Regan, Trustee
Rachael Zell, Trustee

EL Coordinator/Reading Intervention Teacher Job Description

Oversee the English Learner Program:

- Complete the District's English Learner testing, with the support and cooperation of District Administration, according to State Department of Education timelines and requirements.
- Notify parents/guardians, teachers and administrator of test results
- Prepare lesson plans and materials to support instruction for English Learner program
- Notification of and communication with parents of identified students
- Evaluate students to determine their English Proficiency. If a student is eligible for RFEP, prepare necessary paperwork including parent notification
- Support the English Learner program in the classrooms

1st/2nd Grade Reading **Intervention Teacher**:

- Evaluate reading levels of 1st Graders using district tools and measurements
- Use assessment results **and routine progress monitoring** to form pullout groups
- Work with 1st and 2nd grade students who are below grade level in reading
- "Push in" to 1st and 2nd grade as necessary to support struggling readers
- Attend DST Meetings for lower grades to offer guidance and support

Board Approved: _____



SCHOOL & COLLEGE LEGAL SERVICES OF CALIFORNIA

*A Joint Powers Authority
serving school and
college districts
throughout the state.*

5350 Skylane Boulevard
Santa Rosa, CA 95403

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Virginia A. Riegel

May 26, 2016

To: Adam Schaible, Superintendent/Principal
Dunham School District

From: Carl D. Corbin, General Counsel

Subject: RETAINER AGREEMENT FOR LEGAL SERVICES

This memo invites the Dunham School District to enter into a Retainer Agreement with School and College Legal Services of California (SCLS) effective July 1, 2016.

As you consider your legal service needs for the coming year, I want to be clear about our commitment to provide you with excellent services. I welcome your input on how we can best meet your needs, so please don't hesitate to call me. As a reminder SCLS is a Joint Powers of Authority public agency. As such, SCLS does not make a profit. We are a school related agency just like our clients and we are also subject to the Education Code, Brown Act, etc. All of our employees are public employees just like you.

The SCLS JPA Board, comprised of some of our clients, carefully considered for the 2016-17 school year the increase in fees necessary to address SCLS's fiscal needs while continuing to ensure the lowest possible rates for our clients. Effective July 1, 2016, our rates will be increasing \$10 per hour. This means our retainer rate will be \$225 per hour. Many of our clients also consult or use limited services from private law firms so you know that even with our increased rate of \$225 per hour we charge substantially below the private firm hourly rate. Essentially, our rates (with this increase) will have increased over approximately the past ten years at less than \$4 an hour per year. We believe this represents extraordinary cost containment for our clients.

I also want to emphasize that unlike many private law firms, we do not charge additional fees for secretarial time, photocopies, facsimile transmissions, on-line research costs, a flat "administrative" fee or the many other "hidden/add-on" fees associated with doing business with a private law firm, except we do charge for hotel and airline costs if necessary. If you have any questions regarding our services or fees, please do not hesitate to call me.

Please select and note your retainer amount on the Selection of Retainer Amount form. The form should be signed and returned to us along with a purchase order after the governing board has acted on it. Your district will be invoiced for the full retainer amount. In the event that your district does not use all hours originally retained, pursuant to the April 3, 2013, policy adopted by the Joint Powers Board of SCLS, the unused portion will be carried over to the next school term for one year only. If you have any questions about this or the number of hours that you should retain, please do not hesitate to call me.

We very much look forward to working with you.

Enc.

*Retainer Agreement
Between
Dunham School District
and
School and College Legal Services of California*

The Dunham School District (DISTRICT) and School and College Legal Services of California (a legal service program operating under a Joint Powers Agreement pursuant to California Government Code sections 6500 et seq.) (COUNSEL), mutually agree as follows:

**I.
RECITALS**

This agreement, effective July 1, 2016, is entered into by and between the DISTRICT and COUNSEL.

COUNSEL has the background, experience, and expertise to perform the work to be done and agrees to do so in accordance with the terms and conditions of this agreement.

**II.
WORK TO BE PERFORMED**

COUNSEL shall provide legal and labor relations services as requested by the DISTRICT.

COUNSEL shall have the right to retain court reporters, professional experts, and other independent contractors as appropriate and to recommend to DISTRICT the employment and association of outside legal counsel in cases and matters that singly or cumulatively require an inordinate amount of time or which require, in the opinion of COUNSEL, specialized legal services and expertise. In the event DISTRICT fails to approve the employment of such outside counsel, COUNSEL reserves the right to terminate its representation of DISTRICT on the specific case or matter involved.

COUNSEL shall decline any assignment which would result in a conflict of interest or violations of professional ethical standards.

**III.
COMPENSATION**

The DISTRICT shall compensate COUNSEL for all time spent on DISTRICT's work, including necessary travel time, at the rates specified in the attached Fee Schedule. Such rates may be changed by COUNSEL no earlier than July 1, 2017, provided, however, that COUNSEL shall first give DISTRICT at least thirty (30) days advance written notice of such change.

Time will be accounted for in an initial minimum increment of .2 hour per entry (i.e., 12-minute minimum). This reflects the time it takes to respond to and record the nature of short-term assignments. After the initial minimum of .2, all assignments will be recorded in increments of one-tenth of an hour.


IV.
RETENTION OF CLIENT RECORDS

Client records will be maintained by COUNSEL for at least 10 calendar years. Following the determination by COUNSEL that either the client records no longer need to be maintained or 10 calendar years have passed, whichever is later, COUNSEL will contact the DISTRICT by letter to inform the DISTRICT that the records will be destroyed unless the DISTRICT has indicated it would like to take possession of the records. In this case, the DISTRICT will be billed for the cost of producing the records from storage and providing the records to the DISTRICT. If the DISTRICT does not provide any response within 90 calendar days or if the DISTRICT indicates no desire to take possession of the records, then COUNSEL will have the records destroyed through shredding. SCLS reserves the right to make an electronic copy (scan into PDF) of client records and then shred the paper records; however, if SCLS does make an electronic copy then these electronic records will be maintained indefinitely by SCLS and available to our clients upon request.

V.
TERM OF AGREEMENT

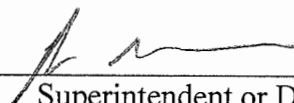
This agreement, effective July 1, 2016, is ongoing for up to four years and may be modified by mutual written agreement of the parties. This agreement may be terminated by either party at any time upon thirty (30) days written notice.

School and College Legal Services of California

By: 
Carl D. Corbin
General Counsel

Dated: May 26, 2016

Dunham School District

By: 
Superintendent or Designee

Dated: 6/14/2016

**SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA
CONTRACT FEE SCHEDULE**

Effective July 1, 2016

**Attorney Retainer Hours of
Attorney Service**

***Retainer @ \$225**

✕ 30	\$ 6,750.00
60	13,500.00
120	27,000.00
180	40,500.00
200	45,000.00
300	67,500.00

Districts that wish to contract for a lesser or greater number of hours than that set forth above may do so by calculating a retainer based on the \$225.00 per hour rate and making that change in the fee schedule. Minimum level is 20 hours.

Included within the retainer fee are all of the workshops, newsletters, legal updates, and all other work we do for all clients. We do, however, charge a fee not to exceed the actual costs for facilities, meals and copy fees for materials provided at workshops.

The retainer amounts set forth above are based on a rate of \$225.00 per hour for all attorney time. In the event that your district does not use all hours originally retained, pursuant to the April 3, 2013, policy adopted by the Joint Powers Board of SCLS, the unused portion will be carried over to the next school term for one year only.

No additional fee is charged for meals while traveling to or from your district. No additional fee for secretarial time, nor for the cost of photocopies, telephone calls, or "facsimile" transmissions to or from your district. There are no postage charges for regular mail, no "administrative fee," and no on-line research costs. Set fees may be charged for formed contracts and bid documents. If required, overnight lodging and air travel costs would be charged.

Mandated costs services are based on a rate of \$225.00 per hour and do not count against the retainer, unless you specifically indicate that it be included.

Litigation services are based on a rate of \$235.00 per hour and also do not count against the retainer.

* Please designate on next page.

**SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA
FEE SCHEDULE**

Effective July 1, 2016

Retainer Contract Clients

All Attorneys	\$225.00 per hour
Excess Hours over Retainer*	\$235.00 per hour
Litigation	\$235.00 per hour
Mandated Services	\$225.00 per hour
Paralegal/Paraprofessional	\$110.00 per hour

Billable Contract Clients

All Attorneys	\$245.00 per hour
Litigation	\$245.00 per hour
Mandated Services	\$245.00 per hour
Paralegal/Paraprofessional	\$110.00 per hour

*Not applicable to clients retaining 500 or more hours.

SELECTION OF RETAINER AMOUNT

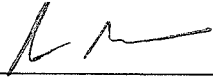
Effective July 1, 2016

The Dunham School District hereby selects the following annual retainer amount effective July 1, 2016:
\$ 4500 for 20 hours of service.

- I want mandated services charged against this amount.
- I do not want mandated services charged against this amount and instead want to be separately billed for such services.

The Retainer Contract is a commitment to use specified hours at the reduced hourly rate. Should District decide to terminate the Contract during the course of the school year (July 1, 2016, through June 30, 2017) and seek a refund of unexpended hours/dollars, it is mutually agreed that the hours used to date of termination will be re-billed at the full Billable hourly rate (\$245.00) and then any remaining dollars will be refunded to District.

A purchase order, check or warrant for this amount is enclosed or will be delivered to SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA within 30 days of the date this agreement is signed by the District representative.

By: 
Superintendent or Designee

Date: 6/14/2016

Williams Settlement Quarterly Uniform Complaint Report - April 1, 2016 - June 30, 2016

Education Code §35186(d): A school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records.

* Required

Name of District *

Dunham Elementary School

Name and Title of Person Reporting *

Veronica Halbert, Office Manager

Phone Number *

707-795-5050

Email Address *

vhalbert@dunhamsd.k12.ca.us

INSTRUCTIONAL MATERIALS *

INSTRUCTIONAL MATERIALS

- There were 0 complaints received during this quarter.
- YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

TEACHER VACANCY AND/OR MISASSIGNMENT *

- There were 0 complaints received during this quarter
- YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

FACILITIES *

- There were 0 complaints received during this quarter
- YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

CAHSEE Intensive Instruction and Services *

- There were 0 complaints received during this quarter
- YES, there were complaints, there were complaints resolved/and or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

INSTRUCTIONAL MATERIALS

Complaint Details

N/A

TEACHER VACANCY AND/OR MISASSIGNMENT

Complaint Details

N/A

FACILITIES

FACILITIES
Complaint Details

N/A

CAHSEE Intensive Instruction and Services

Complaint Details

N/A

SUBMIT

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Google Forms



**All Ways Building
Maintenance**

59 Circulo Puerto
Rohnert Park, CA 94928

CONTRACT

Dunham Charter School
4111 Roblar Road
Petaluma, CA 94952

REGULAR MAINTENANCE

- Weekly when school is in session:
 - Empty trash cans in offices and classrooms
 - Replace trash liners when necessary
 - Empty recycling in office
 - Empty recycling in Kindergarten classroom
 - Empty recycling in Pre-K classroom
 - Sweep hard surfaces
 - Vacuum carpets
 - Restock paper towels
 - Clean sinks in classrooms
 - Sanitize desks & tables in grades K-3rd

Services in Restrooms:

- Clean and sanitize toilets, urinals, sinks, mirrors.
- Sweep & mop floors
- As needed – wipe walls & doors

Services in Kitchen:

- Sweep & mop floors

- Monthly services:

Clean carpet in Community room, Day Care room, Kindergarten room, & Pre-K room

- As needed:

- High dust for cob webs & dust
- Replace burned out light bulbs

SUMMER MAINTENANCE

- Empty trash cans and recycle cans in offices
- Strip & wax floors
- Clean carpets
- Wipe window ledges
- Clean baseboards
- Clean light fixtures/replace light bulbs
- Clean windows inside & outside
- Clean trash cans
- Clean lunch tables

SUPPLIES & EQUIPMENT

Dunham Charter School pays for all school supplies, including, but not limited to, toilet paper, paper towels, kleenex, light bulbs, etc.

All janitorial equipment and cleaning supplies required to perform janitorial work is supplied by All Ways Maintenance.

If this agreement proves unsatisfactory, it may be terminated by a 30-day written notice by either party.

Payment is due upon receipt of monthly invoice.

Monthly janitorial service - \$1515.00
 Carpet cleaning in Community room - \$175.00
 Carpet cleaning in Day Care room - \$75.00
 Carpet cleaning in Pre-K room - \$50.00
 Carpet cleaning in Kindergarten room - \$50.00

Cost of services August – May = \$1865.00
 Cost of services June – July = \$1515.00

Adam Schaible – Principal/Superintendent

Francis L. Heldt – Owner/All Ways Building Maintenance

**All Ways Building
Maintenance**

59 Circulo Puerto
Rohnert Park, CA 94928

CONTRACT

Dunham Elementary School District
4111 Roblar Road
Petaluma, CA 94952

REGULAR SERVICE

- **Daily:**
 - Empty trash cans in offices and classrooms
 - Replace trash liners as needed
 - Empty recycling in all areas as needed
 - Sweep/mop hard surfaces
 - Vacuum carpets
 - Restock paper supplies

Daily Restroom Cleaning:

- Clean and sanitize toilets, urinals, sinks, mirrors.
- Sweep & sanitize floors
- As needed – wipe walls & doors

- **Weekly:**
 - Clean sinks in classrooms
 - Sanitize desks & tables in grades K-3rd
- **Monthly:**
 - Clean carpet in Community room, Day Care room, Kindergarten room, & Pre-K room
- **As needed:**
 - High dust for cob webs & dust
 - Replace burned out light bulbs

SUMMER CLEANING

- Strip & wax floors
- Clean carpets
- Clean light fixtures/replace light bulbs
- Clean windows inside & outside
- Clean lunch tables
- High dusting inside & outside

SUPPLIES & EQUIPMENT

Dunham Elementary School pays for all school supplies, including, but not limited to, toilet paper, paper towels, kleenex, light bulbs, etc.

All janitorial equipment required to perform janitorial work is supplied by All Ways Building Maintenance.

If this agreement proves unsatisfactory, it may be terminated by a 30-day written notice by either party.

- Current monthly janitorial service - \$1515.00
- Carpet cleaning in Community room - \$175.00
- Carpet cleaning in Day Care room - \$75.00
- Carpet cleaning in Pre-K room - \$50.00
- Carpet cleaning in Kindergarten room - \$50.00

Effective August 1, 2016

- Monthly janitorial service - \$1815.00 increase due to janitorial service for additional building - \$200.00 per month and cost of living increase - \$100.00 per month
- Carpet cleaning in Community room - \$175.00
- Carpet cleaning in Day Care room - \$75.00
- Carpet cleaning in Pre-K room - \$50.00
- Carpet cleaning in Kindergarten room - \$50.00

- August – May = \$2165.00 per month
- June – July = 1815.00 per month

Principal/Superintendent

Francis L. Heldt Jr. – Owner/All Ways Building Maintenance

Dunham School District
August 9, 2016

Action Item

10.4 Approve Increase from 7.5 hour to 8 hour work day for School Secretary, effective August 1, 2016.

10.5 Approve Increase from 7.5 hours to 8-hour work day for Office Manager effective August 1, 2016

Background: Traditionally these have been 8-hour positions. With the transition to new office staff, they have been set at 7.5 hours daily. The work load has increased over the last year and it is appropriate to increase their time to 8 hours daily.

Financial Impact: School Secretary – increase of \$2,200 annually.
Office Manager – increase of \$2,400 annually

Recommendation by Interim Superintendent/Principal: Approve as submitted